



DEPARTMENT NOTICE

24-031

Published: 02/27/24

Expires: 02/27/27

Proper Identification When Checking Out Property

(Update to DN 18-214)

The purpose of this notice is to inform Members and sworn Members from Outside Law Enforcement Agencies of the procedures when requesting to check out property from the Property Control Division (PCD).

All Members and sworn Members from Outside Law Enforcement agencies must request to check out property on official business, have the authority to check out or view property (as the initial officer or assigned investigator), and present a valid government issued identification with **PHOTO** at the time of their request. PCD personnel are not authorized and will not release items of evidence to Members and sworn Members from Outside Law Enforcement Agencies who present solely a star or badge as proof of identification absent a current government issued law enforcement identification card.

A handwritten signature in blue ink that reads "William Scott".

WILLIAM SCOTT

Chief of Police

Per DN 23-152, all sworn & non-sworn Members shall electronically acknowledge this Department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to sfpd.writtendirectives@sfgov.org, who will provide additional information.